



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	V	Health	
Chapter:	B	Substance Abuse	7-12-2010
Subchapter:	1	Substance Abuse Services	
Issuance:	100	<b>Substance Use Disorders Services</b>	

### Definitions

8-7-2006

Terms used throughout this policy have the following meanings:

"Addictions Hotline of New Jersey" - This hotline funded by the Department of Human Services, Division of Addiction Services (DAS), gives callers the names, phone numbers, and addresses of agencies that provide substance use or abuse assessments and substance abuse treatment options.

The Hotline, staffed 24 hours, 7 days of the week, provides resource information only and does not take or make referrals. The telephone number for the hotline is 1-800-238-2333.

"Child Protection Substance Abuse Initiative" or "CPSAI" is a service provided through contracts with community agencies whose overall goals are to provide assessment, treatment referral, motivational support, and related transportation to CP&P clients who are referred by CP&P Workers for substance use or abuse assessment and substance abuse treatment. At least one CPSAI staff member who conducts substance use or abuse assessments of parents of CP&P-supervised children is located in each CP&P Local Office.

"Child Welfare Reform Plan Enhanced Treatment Options for Adolescents and Parents of CP&P-Supervised Children" - The State has provided funds to expand adolescent and adult substance use or abuse assessment services and substance abuse treatment services. These services, available through contracts with community agencies, are prepaid.

- For Adolescents:
  - The Addictions Hotline has information on the CWRP substance abuse treatment providers.

- Only adolescents served by CP&P or jointly by CP&P and the Children's System of Care (CSOC) may access these services.
- All CWRP substance abuse programs have the capacity to serve youth with co-occurring disorders (i.e., substance abuse and mental health needs).
- For Parents:
  - Slots are only available for mothers. Some residential slots are for mothers and children under the age of five. Other residential slots are for mothers only. The children are in placement and the plan for reunification will occur in 30 days. There are also out-patient slots.
  - Referrals for these slots must be made through the Local Office Gatekeeper/Liaison to the CPSAI.

"Child Welfare Reform Plan Substance Abuse Consortiums" are comprised of representatives from CP&P, the County Boards of Social Services, and community substance abuse treatment providers who meet to:

- Discuss case planning for the treatment of specific adolescents or parents of CP&P-supervised children
- Review case progress
- Address concerns regarding interagency roles, communication, referral procedures, service delivery, and follow up

Consortiums have been developed in the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hudson, Mercer, Monmouth, Ocean, Passaic, Sussex, and Union.

In the counties where Consortiums exist and there is a Systems Coordinator, the Systems Coordinator sets the agenda for the Consortium meetings.

In counties where there is no Systems Coordinator, the Resource Development Specialist in the Local Office acts as a liaison between the substance abuse treatment providers and the CP&P Workers and sets the agenda for the Consortium meetings.

"Gatekeeper/Liaison" is a CP&P Local Office staff member (usually a Casework Supervisor or Resource Development Specialist) assigned as the liaison between the Local Office staff and in-house CPSAI, the staff from the Work First New Jersey Substance Abuse Initiative (SAI), who are located in the offices of the County Boards of Social Services, and the community substance abuse treatment providers. Responsibilities include:

- Reviewing and adjusting the priority level for the referral for assessment requested by the Worker and Supervisor, if needed
- Conducting a telephone or in-person conference with the Worker and/or Supervisor to discuss the priority level, if needed
- Forwarding requests for assessments to the in-house CPSAI, SAI, or community substance abuse treatment provider
- Verifying the client's eligibility for public welfare assistance (General Assistance, GA, or Temporary Assistance for Needy Families, TANF)

"Reporter" is an individual who contacts the State Central Registry to make a child protective services report, a child welfare referral, or a request for social services. The reporter may be an adolescent, family member, caregiver, or other person (e.g., teacher, neighbor). The reporter may choose to remain anonymous.

"Substance Abuse Specialist" is a staff member of a CPSAI and is either a Certified Drug and Alcohol Counselor (CADC) or a licensed Clinical Alcohol and Drug Counselor out posted at the CP&P Local Office to assist the CP&P Workers and to conduct substance use or abuse assessments of parents of CP&P-supervised children.

"Use or abuse" This term is used throughout this policy regarding assessments. Prior to the assessment, the severity of "use" has not been determined. Depending on the severity of the "use," it can progress to "abuse."

"Work First New Jersey Substance Abuse Initiative" or "SAI" is a service provided through contracts with community agencies whose overall goals are to provide assessment, treatment referral, motivational support, and related transportation to CP&P clients who receive public welfare assistance (e.g., GA or TANF) and are referred by CP&P Workers for substance use or abuse assessment and substance abuse treatment. The SAI staff, CADCs who conduct substance abuse assessments of parents of CP&P-supervised children, are located in the County Boards of Social Services' offices.

### **Confidentiality and Release of Client Information 8-7-2006**

All CP&P Workers follow Division confidentiality and release of information policies and procedures outlined in [CP&P-IX-G-1-100](#), Disclosure of Client Information, and [CP&P-IX-G-1-200](#), Collection and Retention of Client Information.

For policies and procedures specifically related to substance use or abuse see:

- Confidential Information, [CP&P-IX-G-1-100](#),

- Client Consent, [CP&P-IX-G-1-100](#) Limitations to the Release of Information to Clients, Third Party Reports, [CP&P-IX-G-1-200](#), 42 CFR Part 2 - Records Relating to Drug and/or Alcohol Use, [CP&P-IX-G-1-200](#),
- Collecting Records on Client Use of Drugs and/or Alcohol, [CP&P-IX-G-1-200](#),
- Criteria for Court Order for Drug and Alcohol Records, and [CP&P-IX-G-1-200](#)
- Client Consent for Release of Drug and/or Alcohol Records to CP&P.

### **Assessment and Treatment Services Are Voluntary      8-7-2006**

Adolescent Consent -- When referring an adolescent for a substance use or abuse assessment or substance abuse treatment services, the CP&P Worker must obtain a voluntary written consent from the adolescent and/or his or her parent. Parental consent is not necessary if the adolescent is at least 13 years old. See N.J.S.A. 9:17A-4 and [CP&P-V-A-1-250](#), Minor's Consent to Own Medical Examination and Treatment.

Parent Consent -- When referring a parent or caregiver for substance use or abuse assessment or substance abuse treatment services, the CP&P Worker must obtain a voluntary written consent from the parent or caregiver.

An "Adolescent or Adult Consent for Referral for Substance Abuse Assessment" form is under development.

In the interim the Worker documents the adolescent or parent consent on CP&P Form [26-81](#), Family Summary/Case Plan.

- Need and Offer - On CP&P Form [26-81](#) record that a substance use or abuse assessment is needed to determine the severity of the adolescent's or parent's substance use or abuse and the level of care that he or she needs. In the "Family Summary" list the offer to refer for the substance use or abuse assessment. For an adult, enter the name of the CPSAI or SAI to whom the referral will be sent. At this time, you may not have the name of a specific provider to enter for the adolescent. Do the same as appropriate on CP&P Form [26-81](#) under "Family Summary."
- Consent - In the "Comments" section for either form, type or handwrite the statement that follows below which will be signed by the adolescent or his parent for an adolescent referral, or by the parent or caregiver of a CP&P-supervised child for an adult referral. Sign your name in the comments section and date the form. The statement reads:

I, Enter name of the adolescent or parent, Enter agree or do not agree to have the Division of Child Protection and Permanency send a referral for a substance use or abuse assessment for Enter myself or my child.

Name: Print name of the parent or adolescent    Signature: Adolescent or parent sign    Date: Enter date

Workers Name: Print your name    Signature: Sign form    Date: Enter date

Conduct Safety Assessment - If the adolescent and/or parent refuse to sign the consent for an adolescent referral or the parent or caregiver of a CP&P-supervised child refuses to sign the consent for his or her referral, the Worker conducts a Safety Assessment using CP&P Form [22-22](#), New Jersey CP&P SDM™ Safety Assessment (In-Home Cases) to determine if any further action is needed regarding the suspected substance use or abuse.

Assessment or Treatment Court Ordered - If the assessment or treatment for the adolescent or parent of a CP&P-supervised child is court ordered, the Worker:

- Offers substance use or abuse assessment services
- Requests that a consent be signed using the interim consent policies and procedures noted above

If the adolescent and his or her parent or the parent of a CP&P-supervised child refuses to sign the consent, the Worker informs the Court of the Division's plan and of their refusal to be referred for substance use or abuse assessment or substance abuse treatment. The Court then decides what action to take.

### **Adolescent Substance Use or Abuse May Be Uncovered at Any Time 8-7-2006**

Adolescent substance use or abuse may be discovered at the initial screening by SCR or at any point during the CP&P investigation, assessment, or ongoing supervision of a family.

### **Need for an Adolescent Substance Use or Abuse Assessment 8-7-2006**

The adolescent's substance use or abuse may:

- Present an imminent safety concern for the adolescent
- Place him or her at risk of harm
- Affect the safety of other family members or place them at risk of harm

A substance use or abuse assessment is needed to assist the adolescent, family, and CP&P Worker in:

- Assessing the severity of the adolescent's substance use or abuse
- Determining the appropriate level of care needed for the adolescent if substance use or abuse is confirmed
- Case planning for the adolescent and family

**Adolescent Substance Use or Abuse Assessments Are Conducted By Substance Abuse Treatment Providers**  
**8-7-2006**

Assessments for adolescents are completed by DAS licensed substance abuse treatment providers. The substance abuse treatment providers determine the:

- Extent of substance use or abuse
- Level of care the adolescent needs.

The CPSAI in the CP&P Local Office or SAI in the County Board of Social Services' office does not perform assessments for adolescents.

**Screening: Reports to SCR Alleging Adolescent Substance Use or Abuse**  
**8-7-2006**

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	Assess the report following CP&P screening policies and procedures outlined in <a href="#">CP&amp;P-II-A-1-100</a> , State Central Registry-Centralized Screening, Allegation of Harm # 15/65, Substance Misuse, <a href="#">CP&amp;P-II-E-1-1300</a> , Risk of Harm Due to Substance Abuse (By the Parent/Caregiver or the Child) and II A 2202, NJ Spirit Definitions.  Consider the additional screening policies and procedures that follow in this issuance.

**Call Alleges Substance Use or Abuse by the Adolescent and Child Abuse or Neglect**  
**8-7-2006**

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	Determine if the report is to be accepted for investigation as a Child Protective Service (CPS) or Related Information (RI) referral. Follow policies and procedures in <a href="#">CP&amp;P-II-A-1-100</a> , State Central Registry-Centralized Screening, <a href="#">CP&amp;P-IX-H-1-100</a> , NJ Spirit

	<p>Definitions, and <a href="#">CP&amp;P-II-A-2-200</a>, Classification of CPS Reports -- Initial, Subsequent, Related Information, for assigning reports for investigation, assessment and ongoing supervision. Bring any questions to the attention of the SCR Call Floor Supervisor or your immediate/shift Supervisor about whether to code this call a CPS or RI referral.</p> <p>You are not responsible for making the referral to the treatment provider for substance use or abuse assessment. If the call is accepted for a child protection investigation or assigned as a related information referral, the Investigator or the Permanency Worker is responsible for making the referral for assessment. See CP&amp;P Worker Is Responsible for Making Referrals for Substance Use or Abuse Assessments for Adolescents on Open Cases and, General Guidelines for Referral of Adolescents for Substance Use or Abuse Assessment and for Supervision During Treatment on an Open Case, below, which outline the responsibilities of the Workers and the procedures to follow in making a referral for a substance use or abuse assessment and responsibilities during the adolescent's substance abuse treatment.</p> <p>If the call does not warrant a referral for a child protection investigation follow the policies and procedures outlined below for reports that do not allege child abuse or neglect but allege that the child is using or abusing substances to facilitate a referral for a substance use or abuse assessment being made by the reporter.</p>
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**Call Alleges Substance Use or Abuse by the Adolescent but Does Not Allege Child Abuse or Neglect**  
**7-12-2010**

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	<p>Determine if the referral is a Related Information referral. If the referral meets the criteria outlined for an RI referral, the Investigator or Permanency Worker is responsible for referring the adolescent for the substance use or abuse assessment and they follow the policies and procedures outlined in this policy. Bring any questions to the attention of the SCR Call Floor Supervisor or your immediate/shift Supervisor about whether to code this call a RI referral.</p> <p>If the referral does not meet the criteria for a RI referral follow the procedures below:</p> <ul style="list-style-type: none"> <li>• Give the reporter the telephone number for the Addictions Hotline of New Jersey, 1-800-238-2333.</li> </ul>

	<ul style="list-style-type: none"> <li>• You are not responsible for placing the call to the Hotline.</li> <li>• It is not necessary for CP&amp;P to open a case in order to give information to the reporter regarding substance abuse treatment services which may be provided to adolescents.</li> <li>• Inform the reporter that the adolescent or his or her family member or caregiver needs to place the call directly to the treatment provider in order for the adolescent to receive a substance use or abuse assessment and substance abuse treatment. See Call to Treatment Provider to Receive Assessment and Treatment, below.</li> <li>• Handle this report as an Information and Referral (I&amp;R) intake.</li> <li>• Bring any questions to the attention of the SCR Call Floor Supervisor or your immediate/shift Supervisor. Document that: <ul style="list-style-type: none"> <li>- There are no child protection or child welfare issues that meet the criteria for CP&amp;P intervention at this time.</li> <li>- You gave the Addictions Hotline telephone number to the reporter.</li> </ul> </li> </ul>

**Call Alleges Substance Use or Abuse by the Adolescent, No Child Abuse or Neglect, and Child Has Mental Health Issues 8-7-2006**

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	<p>Determine if the referral is a Related Information (RI) referral. If the referral meets the criteria outlined for an RI referral, see Call Alleges Substance Use or Abuse by the Adolescent, but Does Not Allege Child Abuse or Neglect, above. If the referral does not meet the criteria for a RI referral, follow the procedures below.</p> <p>Refer to PerformCare. If the reporter says that the adolescent has moderate to severe mental health issues co-occurring with the</p>



	<p>suspected substance use or abuse, give the reporter the telephone number for PerformCare, the contracted Systems Administrator for the Children's System of Care (CSOC). The services provided by the Children's System of Care (CSOC) are voluntary.</p> <p>Inform the caller that the call to PerformCare must be placed by the adolescent, family member or caregiver.</p> <p>The telephone number for PerformCare is 877-652-7624.</p>
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**CP&P Worker Is Responsible for Making Referrals for Substance Use or Abuse Assessments for Adolescents on Open Cases      8-7-2006**

<b>Responsibility</b>	<b>Action Required</b>
Investigator/ Permanency Worker	<ul style="list-style-type: none"> <li>• After the case is opened, the CP&amp;P Worker is responsible for:</li> <li>• Offering to refer the adolescent for a substance use or abuse assessment and obtaining a voluntary written consent from the adolescent and or parent; parental consent is not necessary if the adolescent is at least 13 years old. See Assessment and Treatment Services Are Voluntary, above.</li> <li>• Calling the Addictions Hotline of New Jersey for information on potential substance abuse treatment providers who may conduct a substance use or abuse assessment</li> <li>• Asking the Hotline for those providers who have been identified as having CWRP enhanced substance abuse treatment slots for adolescents, and asking the Substance Abuse Specialist or Gatekeeper/Liaison only if additional help is need to locate the enhanced slots</li> <li>• Finding the appropriate substance abuse treatment provider who can conduct a substance use or abuse assessment</li> <li>• Making the referral of the adolescent for the substance use or abuse assessment and substance abuse treatment whenever adolescent substance use or abuse is:</li> </ul>

	<ul style="list-style-type: none"> <li>- Referred for a child protection investigation</li> <li>- Identified during a child protection investigation, child welfare services assessment, or during ongoing supervision</li> </ul>
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See General Guidelines for Referral of Adolescents for Substance Use or Abuse Assessment and for Supervision During Treatment on an Open Case, below, which outlines the responsibilities of the Investigator and Permanency Worker and the procedures to follow in making a referral for a substance use or abuse assessment and their responsibilities while the adolescent is in treatment.

**Referrals for Substance Use or Abuse Assessments for Adolescents Must Be Made Within 24 Hours of Identifying Need 8-7-2006**

24 Hour Requirement for Referral - In accordance with the Child Welfare Reform Plan, once the CP&P Worker identifies that an adolescent is using or abusing substances, he or she must make a referral within 24 hours to a substance abuse treatment provider for a substance use or abuse assessment.

For Medical Emergencies Related to Substance Use or Abuse - The Worker seeks medical assistance.

If Identified by Special Response Unit (SPRU) -

- After hours during the week, the SPRU Worker recommends follow up by the Investigator or Permanency Worker as soon as possible on the morning of the next business day
- On weekends or holidays, the referral is made as soon as possible on the morning of the next business day

**The Addictions Hotline Provides Adolescent Substance Use or Abuse Assessment and Treatment Information 8-7-2006**

Information Provided By Hotline - Once the Addictions Hotline is contacted, by the adolescent, his or her family member, caregiver, other person or CP&P Caseworker, the Hotline gives the caller the names, telephone numbers, and addresses of agencies providing substance use or abuse assessment and treatment options. The Hotline will identify substance abuse treatment providers who are geographically close to the home of the adolescent within the same county, if possible.

**Call to Treatment Provider to Receive Assessment and Treatment 8-7-2006**

Direct Call to Treatment Provider Required - After the program information is received directly from the Hotline or given to the adolescent or family members by a third party reporter, in order for the adolescent to receive a substance use or abuse assessment and substance abuse treatment:

- The call to the treatment provider needs to be made directly by the adolescent, his or her parent, other family member, caregiver, or CP&P Worker
- The CP&P Worker must have a signed consent for a referral for a substance use or abuse assessment, see Assessment and Treatment Services Are Voluntary, above.

### **Responsibilities of the Substance Abuse Treatment Provider**

**8-7-2006**

<b>Responsibility</b>	<b>Action Required</b>
Treatment Provider	<p>Once contact is made by the adolescent or his or her family member, caregiver, or CP&amp;P Worker:</p> <ul style="list-style-type: none"> <li>• Take the basic information</li> <li>• Make an appointment to: <ul style="list-style-type: none"> <li>- Provide a full substance use or abuse assessment</li> <li>- Determine the level of care needed</li> <li>- Make an appropriate placement or referral</li> </ul> </li> </ul>

### **Assistance Provided By Other CP&P or Community Staff to Worker**

**8-7-2006**

If Additional Help Is Needed to Locate a Provider - The Gatekeeper/Liaison, the Substance Abuse Specialist in the Local Office, or the substance abuse treatment provider may assist the Worker in locating an appropriate substance abuse treatment provider who will conduct the assessment.

### **General Guidelines for Referral of Adolescents for Substance Use or Abuse Assessments and For Supervision During Treatment on an Open Case**

**8-7-2006**

<b>Responsibility</b>	<b>Action Required</b>
Investigator/ Permanency	Identify that the adolescent may be using or abusing substances (e.g., self-disclosure by adolescent, parent reports use or abuse,

Worker	<p>medical report from doctor, report of incident from school).</p> <p>Offer to refer the adolescent for a substance use or abuse assessment and obtain a voluntary written consent from the adolescent or parent; parental consent is not necessary if the adolescent is at least 13 years old. See Assessment and Treatment Services Are Voluntary, above.</p> <p>Have a conference with your supervisor.</p> <p>Contact the Addictions Hotline of New Jersey at 1-800-238-2333 within 24 hours and request a list of available substance abuse treatment providers for adolescents with preference for the CWRP enhanced substance abuse treatment slots for adolescents.</p>
Addictions Hotline of New Jersey	<p>Provide a list of community resources that provide substance abuse treatment for adolescents.</p>
Investigator/ Permanency Worker	<p>Contact the substance abuse treatment provider(s) within the same 24 hours and describe the presenting problem.</p> <p>Make an appointment for a substance use or abuse assessment.</p> <p>Use the CP&amp;P Form <a href="#">11-45</a>, Adolescent Substance Abuse Assessment Referral Form. See the on-line Forms Manual for a discussion of the purpose and use of CP&amp;P Form <a href="#">11-45</a>, how to complete it, and the appropriate distribution. Ensure that all required reviews and sign offs are obtained.</p> <p>Provide any additional information if requested.</p> <p>Ensure that the appropriate client release of information consent forms have been signed -- and are placed into the adolescent's case record. See <a href="#">CP&amp;P-IX-G-1-200</a>, section entitled 42 CFR Part 2 - Records Relating to Drug and/or Alcohol Use, and <a href="#">CP&amp;P-IX-G-1-200</a>, section entitled Client Consent for Release of Drug and/or Alcohol Records to CP&amp;P.</p> <p>Follow all policies and procedures regarding confidentiality of information and release of information when providing additional client information to the treatment provider. See Confidentiality and Release of Client Information.</p> <p>Bring the adolescent for the initial visit to the substance abuse treatment facility for the substance use or abuse assessment and arrange for transportation if needed for subsequent visits. An Aide</p>

	<p>may assist the Worker.</p> <p>If, after the substance use or abuse assessment, it is determined that the adolescent needs a different level of care (e.g., short term out-patient care instead of residential care, etc.):</p> <ul style="list-style-type: none"> <li>• Follow up on the other referral sources provided by the treatment provider; the treatment provider assists you with this referral.</li> <li>• Contact the Substance Abuse Specialist or Gatekeeper/Liaison in the Local Office for additional referral sources, if needed.</li> <li>• Proceed as described above contacting the other substance abuse treatment resources provided by the substance abuse treatment provider, Substance Abuse Specialist or Gatekeeper/Liaison until you find an appropriate resource which provides the appropriate level of care.</li> </ul>
Permanency Worker	<p>Once the adolescent is accepted for the substance abuse treatment program:</p> <ul style="list-style-type: none"> <li>• Ensure that the appropriate release of information consent forms have been signed by the adolescent and or parent</li> <li>• Attend interdisciplinary meetings concerning the adolescent's substance abuse treatment and progress <ul style="list-style-type: none"> <li>- The meetings start during the first month of substance abuse treatment and continue at least once a month after that while the adolescent is in substance abuse treatment, with more frequent meetings, if needed, during a crisis</li> <li>- Other family members will be invited to these meetings, if appropriate and if the adolescent consents to sharing information about his or her treatment with the family members</li> <li>- Document on CP&amp;P Form <a href="#">26-52</a>, Contact Sheet, the dates the meetings were held and the names of the persons and agencies in</li> </ul> </li> </ul>

	<p>attendance</p> <ul style="list-style-type: none"> <li>• Maintain ongoing contact with the substance abuse treatment program and adolescent.</li> <li>• Review progress reports.</li> <li>• Share progress with child's parents if appropriate and a release has been signed by the adolescent allowing sharing the information with his or her parent.</li> <li>• Participate in on-going planning with the adolescent.</li> <li>• Participate in discharge planning with the adolescent.</li> </ul>
Treatment Provider	<p>Determine if the adolescent is appropriate for a substance use or abuse assessment and substance abuse treatment by your program. If the adolescent is appropriate:</p> <ul style="list-style-type: none"> <li>• Tell the Worker what additional materials are needed to conduct the substance use or abuse assessment.</li> <li>• Schedule and perform the substance use or abuse assessment.</li> <li>• Provide a report of the substance use or abuse assessment to the Worker.</li> <li>• Conference with the Worker to discuss the substance abuse treatment plan.</li> <li>• Submit progress reports to the Worker.</li> </ul> <p>If the adolescent is inappropriate for the substance abuse treatment program:</p> <ul style="list-style-type: none"> <li>• Provide additional resources to the Worker and</li> <li>• Assist the Worker in making a referral to a substance abuse provider who can provide the level of care the adolescent needs.</li> </ul>
Substance Abuse Specialist	<p>Provide a list of community resources that provide substance abuse treatment for adolescents, if needed.</p>

Gatekeeper/ Liaison	<p>Provide a list of community resources that provide substance abuse treatment for adolescents, if needed.</p> <p>Review CP&amp;P Form <a href="#">11-45</a>, Adolescent Substance Abuse Assessment Referral Form and return to Worker who forwards the referral to the community substance abuse treatment provider.</p>
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## **Prepaid Substance Abuse Services**

**8-7-2006**

Prepaid Substance Abuse Provider Slots - Only Child Welfare Reform Plan substance abuse providers are prepaid. Do not complete a CP&P Form [16-76](#), Special Approval Request (SAR), for payment for these substance abuse treatment providers. Consult with your Supervisor, Local Office Resource Development Specialist, or Substance Abuse Specialist regarding the prepaid status of programs, if needed.